

## PAS Luanda Alumni Affairs Virtual Outreach



Project Title	PAS Luanda Alumni Affairs Virtual Outreach
Project Summary	Support the Cultural Affairs Assistant with electronically organizing and collating our exchange program alumni records. Once organized and placed in excel, intern will regularly e-mail alumni to facilitate their participation in Embassy activities and to get feedback from them on their activities.
Country	Angola
Country/Region of Focus	Angola

## Project Description

This project aims to support the Cultural Affairs Assistant with electronically organizing and collating our exchange program alumni records. Once organized and placed in excel, intern will regularly e-mail alumni to facilitate their participation in Embassy activities and to get feedback from them on their activities. The virtual intern will assist with drafting stories for publication on social media and the International Exchange Alumni website.

The intern should leverage connections and contacts with ECA Alumni Affairs to gather best practices and implement initiatives to grow alumni engagement from a distance. PAS Luanda welcomes creating an e-newsletter to facilitate information sharing and building momentum and alumni engagement.

## Required Skills or Interests

### Skill(s)

Cultural diplomacy

Social media management

## Additional Information

The intern should have good computer skills, strong writing skills in English, good communication skills.

Strong organization skills and independence preferred. Post prefers a college sophomore or junior.

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Portuguese	Limited working proficiency	Limited working proficiency	Nice to Have